

PACIFICA SCHOOL DISTRICT



Site Safety Plan

**District Office and Educational Support
Services**

Wendy S. Tukloff, Ed. D., Superintendent

Ray Avila, Ed. D., Associate Superintendent

Josie Peterson, Chief Business Official

Tina VanRaaphorst, Executive Director, ESS

DISTRICT OFFICE AND EDUCATIONAL SUPPORT SERVICES

DISASTER PREPAREDNESS

EMERGENCY STEPS CHECKLIST

Earthquake: Drop/Cover away from windows, power lines, and structures until shaking terminates

- ☐ Leave color card in exterior door window indicating status
- ☐ Evacuate to assigned positions on field
- ☐ Report status per flow chart
- ☐ Follow Release Procedures

Intruder Alert/Dangerous Person: "Code Blue Alert"

- ☐ Lock interior/exterior doors; Lower blinds; dim lights
- ☐ Employees outside **Freeze** to whistle, then drop to flat position
- ☐ Wait for all clear signal – 10 second tone

Fire Alarm: Signal Sounds

- ☐ Pick up employee list emergency packet
- ☐ Evacuate to assigned positions on field
- ☐ Report employee status per flow chart

Front Desk

- ☐ Pick up emergency information
- ☐ Evacuate office personnel to assigned area
- ☐ Take calls on the emergency line from the school sites

ENSURE SAFETY; WAIT FOR ALL CLEAR

PACIFICA SCHOOL DISTRICT EMERGENCY ORGANIZATIONAL CHART – 2015-2016

INCIDENT COMMANDER: John Hashizume

(Coordinate all functions.)

PUBLIC INFORMATION OFFICER: Ray Avila

(Collect and disseminate appropriate information to the public.)

OPERATIONS CHIEF

(Liaison between Incident Commander, the Public Information Officer and the Staff teams)

Name: **Scott Martin, Angie Acuna (alternate)**

LOGISTICS CHIEF

(Liaison between Incident Commander and Logistical Teams.)

Name: **Josie Peterson, Brenda Cicerone**

SEARCH & RESCUE TEAM

(Assess and report damage, injuries, and missing persons. Perform rescues and transport injured to First Aid Station.)

Leader: **Jill Macedo**

Members: **Lisa Kern**

FOOD/WATER/SUPPLIES TEAM

(Assess water and food needs, and assist in releasing teachers / staff to other assignments.)

Leader: **Angie Acuna**

Members: **Barbara Smith, Melissa Rivera**

MEDICAL/FIRST AID TEAM

(Set up First Aid Station, assess and prioritize injuries.)

Leader: **Danielle DeCot-Ferris**

Members: **Susanne Campos**

ASSEMBLY/SHELTER TEAM

(Set up assembly area, assess shelter needs, and provide sanitation facilities.)

Leader: **Sandy Ramirez**

Members: **Christy Novack**

COMMUNICATION TEAM

Leader: **Nelson Sendino**

Members: **David Garibaldi**

MAINTENANCE / FIRE TEAM

(Secure utilities, perimeter, fire and hazardous materials control, and assess emergency supplies.)

Leader: **Mary Notmeyer**

Members: **Moy Scott, Danny Kha (if present)**

**DISTRICT OFFICE AND EDUCATIONAL SUPPORT SERVICES
DISASTER PREPAREDNESS SITE PLAN**

FIRST RESPONSE

- ☐ Alarm Sounds: Duck and Cover, silence
- ☐ Evacuation: When safe, exit building; Take count of all employees present.
- ☐ Disaster Cards: Post cards for each building.
- RED CARD: Missing/Absent and severely injured individual. List anyone missing and/or with life-threatening injury.
- GREEN CARD: All employees accounted, minor or no injuries.

SECOND RESPONSE

- ☐ Report to Command Center,
- Operations Chief: Scott Martin, Angie Acuna (alternate)
 - Logistics Chief: Josie Peterson
 - Search & Rescue: Jill Macedo
 - Medical/First Aid: Danielle DeCot-Ferris
 - Maintenance/Fire: Mary Notmeyer/Moy Scott
 - Food & Water Supplies: Angie Acuna
 - Assembly/Shelter: Sandy Ramirez
 - Communication: Nelson Sendino, David Garibaldi

THIRD RESPONSE

- ☐ For missing persons, the Search & Rescue Team will be deployed and equipment brought out.
- ☐ Search & Rescue Team: Jill Macedo
- ☐ Medical/First Aid Team: Danielle DeCot-Ferris, Susanne Campos

FOURTH RESPONSE

Preparing for long-term care, you will be directed by the Incident Commander to shift employees if needed. Food, water, and sanitation station needs to be organized.

☐ Emergency Kit:

- Flashlight/Batteries (keep separated until needed)
- Red, Yellow, Green Cards
- Pencil/pen, Band-aids, Plastic Garbage Bags (2), Tissues, Games/Activity
- Staff List
- Latex Gloves
- Basic first aid supplies

DISTRICT OFFICE EMERGENCY ORGANIZATIONAL CHART AND RESPONSIBILITIES

INCIDENT COMMANDER:

John Hashizume, Director, Facilities, Maintenance and Operations

Responsibilities: Coordinates all emergency functions for the District Office and the District's schools, as needed.

ALTERNATE INCIDENT COMMANDER AND PUBLIC INFORMATION OFFICER (PIO):

Ray Avila, Associate Superintendent,

Responsibilities: Serves in the absence of the Incident Commander, and coordinates and disseminates information to the media and public on behalf of the district. Works with the Incident Commander to assign, or reassign, staff members to needed tasks.

LOGISTICS CHIEF:

Josie Peterson, Chief Business Officer, or as an alternate, Brenda Cicerone

Responsibilities: Serves as the general supervisor of the district's teams listed below, and functions as a liaison between the Incident Commander/Public Relations Officer and the district's teams.

A. FOOD/WATER/SUPPLIES TEAM:

Leader: Angie Acuna and members Barbara Smith, Melissa Rivera

Responsibilities:

-Assess the water and food needs, and assist in releasing teachers/staff to other assignments.

B. ASSEMBLY/SHELTER TEAM:

Leader: Sandy Ramirez and member Christy Novack

Responsibilities:

-Set up assembly area, assess shelter needs, and provide sanitation facilities.

C. MAINTENANCE/FIRE TEAM:

Leader: Mary Notmeyer and members Danny Kha, Moy Scott

Responsibilities:

-Secure utilities, perimeter, fire and hazardous materials control. Assess emergency supplies.

OPERATIONS CHIEF:

Scott Martin, Lead Senior Maintenance Worker

Responsibilities: Serves as the general supervisor of the district's teams listed below and functions as a liaison between the Incident Commander/Public Relations Officer and the district's teams.

A. SEARCH, RESCUE, FIRST AID TEAM

Leader: Jill Macedo and member Lisa Kern

Responsibilities:

-Perform rescues, provide first aid to injured, and arrange for transport of seriously

- injured to appropriate medical facilities.
- Report to Incident Commander and Personnel Team the names of those injured, the nature of the injuries, and how they are being treated, to include the names and addresses of the medical facilities to which any injured are transported.

B. MEDICAL/FIRST AID TEAM:

Leader: Danielle Decot-Ferris and member Susanne Campos

Responsibilities:

- Set up First Aid Station, assess, and prioritize injuries.

C. COMMUNICATIONS TEAM

Leader: Nelson Sendino and member David Garibaldi

Responsibilities:

- Provide coordination/coverage of both the land line and satellite phone systems in an emergency.
- Keep the Incident Commander and PIO informed of all the important communications during an emergency period.
- Assist with any other communication needs as directed by the Incident Commander, or PIO.

Special Note: In view of the fact that many of the District Office staff are coming and going at different times each day, there can be no assurance that all of the individuals named above will be available when an emergency occurs. Therefore, the Incident Commander or Alternate Incident Commander may adjust the assignments of individuals as necessary.

Pacifica School District
Office Campus
Evacuation, Staff, & Shut-off

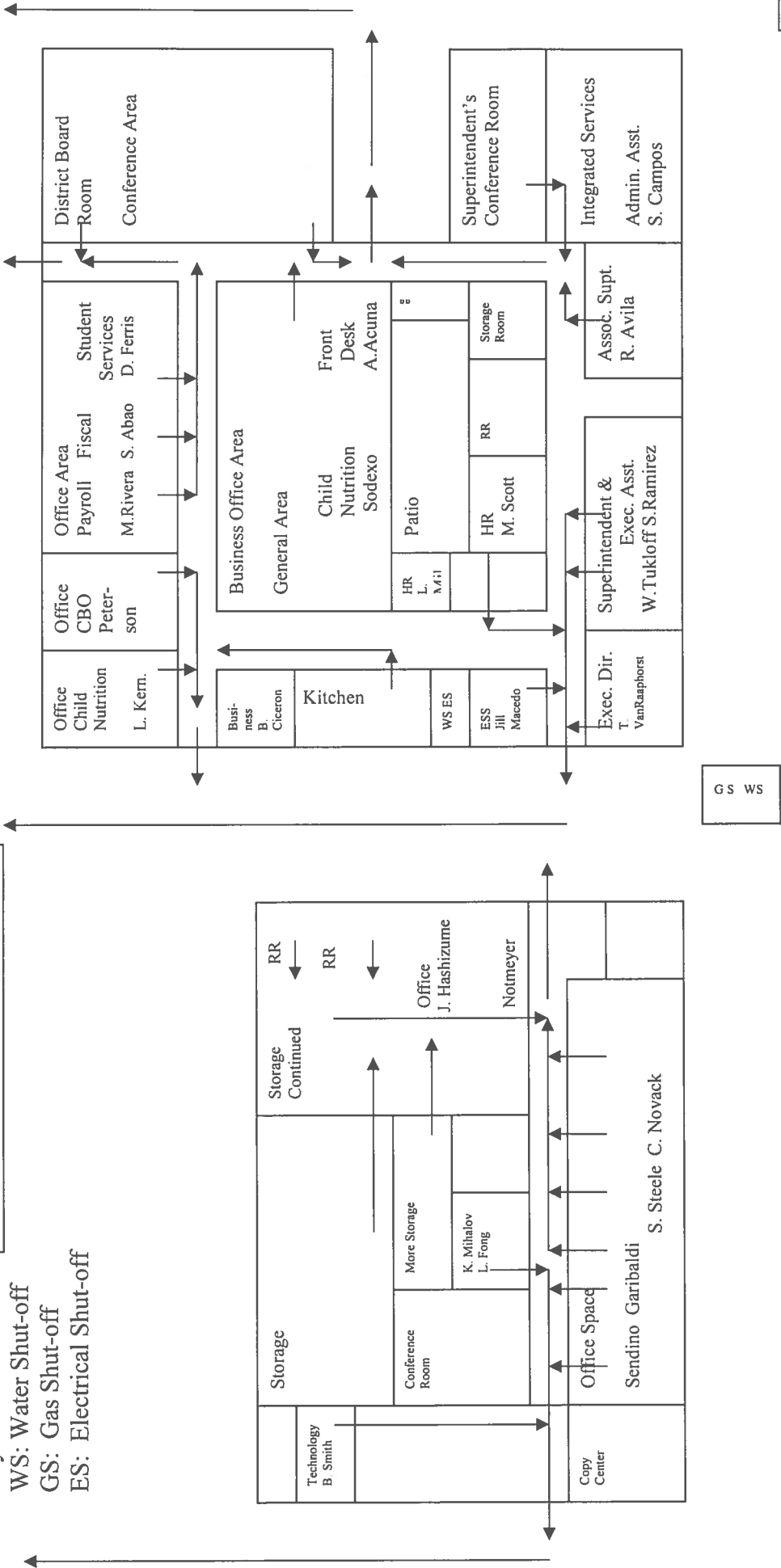
Key:

WS: Water Shut-off

GS: Gas Shut-off

ES: Electrical Shut-off

North Parking Lot



WS for
Dau Care